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Solicitations open to: Afghan Nationals Only
Position Title: Project Management Specialist (Capacity Building)
Type of vacancy: Multiple
Opening date: July 05, 2017
Closing date: July 18, 2017
Work hours: 40 hours (Full time)
Position Grade: FSN-11
Vacancy announcement #: USAID/306/17/40/OAG

Female candidates are strongly encouraged to apply

The United States Government (USG), represented by the U.S. Agency for International Development (USAID) Mission in Afghanistan, is seeking applications from qualified Afghan Nationals to perform duties as a **Project Management Specialist (Capacity Building)** under a personal services contract, as described in this solicitation.

BASIC FUNCTION OF THE POSITION:

The Office of Agriculture (OAG) promotes a vibrant and prosperous agriculture sector through management of a portfolio that consists of over \$800 million in nearly two dozen active and planned projects. As a Project Management Specialist, the incumbent is a core member of the Human and Institutional Capacity Enhancement Team working on a portfolio of institutional and human capacity development, with Agreement/Contracting Officer Representative (A/COR) responsibilities for several projects and activities to address food security issues in Afghanistan. The incumbent serves as a subject matter expert on technical area(s) that cut across institutional and human capacity development (i.e. veterinary sciences, marketing, soil conservation, business development, water resource use, plant protection, alternative development, vocational training, agricultural research and extension, agricultural public administration and policy, food processing, etc.) The incumbent serves as the primary point-of-contact as A/COR for all activities related to institutional and human capacity development. The incumbent works closely with the Office of Agriculture (OAG) Programs and Policies Team (PPT) to conceptualize, design, implement, monitor and evaluate, and manage gender mainstreaming matters.

MAJOR DUTIES AND RESPONSIBILITIES:

A. Manages designated projects as A/COR:

- a. The incumbent manages and provides technical guidance on USAID/Afghanistan's agriculture portfolio, including: negotiating work priorities; expediting activity implementation matters; identifying and resolving program issues; monitoring to ensure development activities are carried out in a technically-sound, timely, and cost-effective manner; and assuring that activities are carried out in accordance with all applicable Mission and Agency directives and requirements;
- b. The incumbent reviews performance reports to ensure that Implementing Partners (IPs) are in compliance with host-government agreements, and with the performance expectations outlined in their work plan and in their contract/agreement with the USAID/Afghanistan;

- c. The incumbent prepares and approves activity designs, creates results-based monitoring plans, and draft annual Performance Plan and Report (PPR) narratives and Key Issue reports;
- d. The incumbent reviews and approves implementing partners' work plans (life of project [LOP] and annual), monitoring and evaluation plans (in collaboration with the OAG Program Analyst/Monitoring and Evaluation), branding and marking plans (in collaboration with the Program Office Development Outreach and Communication adviser/specialist), gender analyses (in collaboration with the OAG Program Management Specialist/Gender), environmental mitigation and monitoring plans (in collaboration with the Mission Environmental Officer), and other required core project documents;
- e. The incumbent provides technical advice and recommendations to USAID/Afghanistan's partners regarding the design of planned agricultural activities or implementation of ongoing ones in Afghanistan;
- f. The incumbent ensures that IP's are in compliance with all relevant USAID/Afghanistan regulations and procedures.
- g. The incumbent communicates findings and recommendations for program design based on information collected during field visits and, as appropriate, meetings with IPs and the Government of Afghanistan counterparts;
- h. The incumbent provides liaison between managed activities and other USAID/Afghanistan activities, other donor assistance, and government activities and regulatory bodies as appropriate;
- i. The incumbent contributes to the development and implementation of Public Private Partnerships.
- j. The incumbent provides technical guidance to implementing partners on USAID/Afghanistan budgetary/financial and accounting requirements;
- k. The incumbent monitors project budget planning and implementation in accordance with United States Government (USG) requirements, and works closely with both the Project Management Specialist (PMS) and Project Management Assistant (PMA) for Budget to routinely update project budgeting;
- l. The incumbent provides project-related inputs in the Quarterly Financial Review (QFR) exercise, and prepares accruals to keep the pipeline within forward funding guidelines;
- m. The incumbent performs necessary actions to effectively manage the financial and contracting aspects of project implementation, including Global Acquisition & Assistance System (GLAAS) requisitions, partner vetting requests, and project close-out, as well other required financial documents.
- n. The incumbent coordinates meetings and visits with counterparts and other donors, and represents USAID/OAG in meetings, presentations, and other dialogues with the government, other USG agencies, international organizations, and other donors;

B. Subject matter expert on designated Programs

- a. The incumbent provides USAID/Afghanistan's leadership on institutional and human capacity development to the Government of Afghanistan and public and private sector actors, business organizations, other donors, and public international organizations;
- b. The incumbent provides expert advice on institutional and human capacity development necessary to support the Government of Afghanistan (GoA) strategic objectives for the agricultural sector including research, extension services, the use of improved inputs, varieties, production and productivity, quality standards, post-harvest handling and storage, output marketing (domestic and international), financing, and relevant government and trade association strategies etc.;
- c. The incumbent analyzes institutional and human capacity support systems, public administration and public service delivery in the context of the broader agricultural sector and GoA strategic objectives and including market prices, government policies, and new technologies as well as the activities of public and private sector actors, business organizations, other donors, and public international organizations;
- d. The incumbent prepares responses to requests or taskers related to institutional and human capacity development from USAID Washington, U.S. Department of Agriculture (USDA) or State Department, and relevant host government ministries;

- e. The incumbent gathers and reports through briefings, reports, and cables on the agriculture situation in Afghanistan for a variety of audiences including USAID/W, U.S. State Department and other United States Government (USG) organizations, U.S. Congress, and the general public;
- f. The incumbent prepares periodic updates on activities, events or national news related to institutional and human capacity Afghanistan's agricultural institutions, policies and public service delivery administration;
- g. The incumbent provides expert advice at relevant institutional and human capacity related events, such as workshops, trade shows, association meetings, investor forums, conferences, etc.;
- h. The incumbent serves as a main resource for tasks that involve the use of statistics, such as the design and management of quantitative and qualitative studies, surveys, baseline assessments and related field work.

C. Performance Management and Reporting

- a. The incumbent tracks and reports on project progress on a continuing basis, especially the key performance indicators that measure the achievement of the projects' main outputs and outcomes;
- b. The incumbent reviews draft progress reports (i.e., inception, quarterly, annual, and final), and perform all applicable monitoring in compliance with the Mission's multi-tier monitoring system;
- c. The incumbent provides inputs to and participates in performance reviews (Mission-wide and project specific). S/he will alert senior office management of challenges being faced by the projects assigned to him/her, and will ensure that all identified issues are discussed and eventually resolved;
- d. The incumbent contributes to the reporting for the Mission Performance Management Plan; Annual Reports; Congressional Notifications; and other strategic planning and reporting documentation;
- e. Prepares internal USAID program implementation documentation for smooth program implementation, including Action Memos and technical directives;
- f. The incumbent conducts annual evaluations of contractors' performance. Gathers data and develops mission reports related to agriculture (includes data calls from the Special Inspector General for Afghanistan Reconstruction [SIGAR], USAID Office of Inspector General [OIG] and the Government Accountability Office [GAO]);
- g. The incumbent drafts routine documentation and obtains clearance and approval in a timely manner.
- h. The incumbent participates in team meetings and other team activities, and joins coordination events with the Government of the Islamic Republic of Afghanistan and other activities as determined appropriate.

REQUIRED QUALIFICATIONS:

Education: A Bachelor's degree in agriculture, business administration, economics, management, international development, or related development or social science field is required. (Education requirement must be met at the time of application for the subject position).

Experience: Incumbent must have a Minimum of five years of progressively responsible experience in project management, agriculture development, rural development, or survey planning and administration. (Work experience requirement must be met at the time of application for the subject position).

Language Proficiency: Level IV (Fluent) speaking/reading of English language and Level IV (Fluent) speaking reading of Dari or Pashto languages. (English language ability will be tested).

Knowledge: Knowledge of quantitative and qualitative research methodology and techniques. Knowledge and understanding of Afghan government agricultural institutions, political economy and practices. Knowledge of public institutional structures and administration, economic and cultural characteristics, and the problems, resources and development prospects/priorities in Afghan agriculture.

Skills and Abilities: Strong analytical skills, including the ability to identify, locate, analyze, and evaluate relevant quantitative and qualitative data and to carry out technical analyses. The ability to organize and present project information in written and oral form is required. Under limited supervision, s/he must be able to plan, manage and evaluate the project(s) to which s/he is assigned, including analyzing and incorporating cross cutting outcomes such as gender and climate smart agriculture into project implementation. The candidate must conduct site visits to support project monitoring. Demonstrated ability to work collaboratively and with cross-cultural sensitivity, tact and poise with a range of professional counterparts at all levels, including those from host country ministries, representatives of the USG, technical staff, other U.S. government agencies, implementing partners, international organizations and other donors. In addition to excellent MS Office skills (Word, Excel, PowerPoint), the incumbent must have the ability to use statistical software and/or information technology to improve data compilation, analysis and reporting. The incumbent must be able to work in a team-oriented, gender-integrated environment and under pressure.

HOW TO APPLY:

Applicants are requested to submit a complete application package which must include all required documents to AFPAKjobs@usaid.gov with a **Subject line: Project Management Specialist (Capacity Building) (OAG 1740).**

ANY/ALL application submissions after the closing date of July 18, 2017 will not be considered.

REQUIRED DOCUMENTS:

1. **Cover memo/email text that outlines how your qualifications and experience meet the selection criteria.**
2. **Application for Employment as a Locally Employed Staff (DS-174)**
<http://photos.state.gov/libraries/afghanistan/941877/jobs/DS-174.doc>
<http://www.state.gov/documents/organization/136408.pdf> (A copy of the DS-174 form can also be downloaded from ACBAR.org under this link <http://www.acbar.org/applicationform>. Applicants who are accessing this solicitation through jobs.af can download directly from the website) **AND**
3. **A current resume or a curriculum vitae**

IMPORTANT:

IN ORDER TO HAVE YOUR APPLICATION CONSIDERED, YOU MUST SUBMIT ALL THREE REQUIRED DOCUMENTS. IF YOU OMIT ANY OF THE REQUIRED DOCUMENTS, COVER PAGE, CV or DS-174 FORM, YOUR APPLICATION WILL NOT BE CONSIDERED.

Note:

- Ø Only short-listed candidates will be notified.
- Ø This vacancy is open only to Afghan Nationals.
- Ø Applications with insufficient, incomplete and inconsistent information to make a determination will not be considered.
- Ø No in-person appointments or telephone calls will be entertained.
- Ø Applications submitted as .RAR file will not be accepted by the system
- Ø Candidates who are applying for this position must fully meet the education requirement (graduated and degree and/or diploma already received) as specified. At the time of applications, candidates must also meet in full the experience requirement. There is no exception for these requirements.
- Ø Short-listed candidates will be requested to provide educational documents such as degrees, diplomas, certificates and other pertinent documents as needed. Failure to

provide the required documentation will result the rejection of their application from further consideration.

Ø The Agency retains the full right to cancel or amend the solicitation and associated actions.

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